



MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, November 24, 2014

Present:

Mayor Blomberg	Trustee Brandt
Trustee Feldman (left at 8:50 p.m.)	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee McAllister	Village Clerk Mastandrea
Village Treasurer Curtis	Village Attorney Simon
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Public Works Director Woodbury
Community & Economic Development	Village Planner Robles
Director McNellis	Economic Development Coordinator
	Zozulya

CALL TO ORDER/ROLL CALL

In Mayor Blomberg's absence, Village Clerk Mastandrea called for the appointment of a Temporary Chair. Trustee McDonough moved and Trustee Grujanac seconded the motion to appoint Trustee Brandt as Temporary Chair. All were in favor. Temporary Chair Brandt declared the motion carried.

Temporary Chair Brandt called the meeting to order at 7:43 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the November 10, 2014 Committee of the Whole Meeting Minutes.

The minutes of the November 10, 2014 Committee of the Whole Meeting were approved with the following changes: Item 3.13, paragraph eight, should be changed from "Trustee Servi noted many things will need to be considered prior to this project coming back to the Board" to "**Trustee Servi noted based upon the student generation projections received; he did not think the number of children entering the schools were that substantial. Trustee Servi noted the estimated number of students is not that great even if the student enrollment projections are not accurate. Trustee Servi agreed with other Board member comments that there are several items the Village**

Board will need to consider when this development comes back for consideration and requested a comparison of other townhome communities in the area as far as the number of 4-bedroom homes. Trustee Servi indicated...”

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Continued Consideration and Discussion of Zoning Board Recommendations Regarding Text Amendments to Chapter 2, Definitions, Chapter 5D, Mixed Use General Residence District, Chapter 6, Business Districts, and Chapter 8, Office/Industrial District, of Title 6, Zoning of the Lincolnshire Village Code, to Revise and Update Permitted Uses and Special Uses within the Village’s Non-Residential Zoning Districts (Village of Lincolnshire)

Village Planner Robles provided a presentation of the Zoning Board recommendations regarding Text Amendments to Chapter 2, Definitions, Chapter 5D, Mixed Use General Residence District, Chapter 6, Business Districts, and Chapter 8, Office/Industrial District, of Title 6, Zoning of the Lincolnshire Village Code, to revise and update Permitted Uses and Special Uses within the Village’s Non-Residential Zoning Districts. Staff is looking for feedback from the Board regarding these proposed changes in making the Codes more business friendly.

A discussion regarding whether or not to change the current 25% limit of non-sales tax generating uses permitted to occupy the ground floor of buildings in the B1 & B2 Districts followed.

Trustee McAllister asked if there were any evidence of organizations choosing to go to another Village due to the ground floor restriction limitation on the amount of non-retail uses. Village Planner Robles noted he did not believe any businesses decided on another community as a result of the ground floor limitation. Trustee McAllister wanted to know, if this proposal was approved, how the Village would present it to potential businesses. Village Planner Robles noted if the proposed increase in limitation was approved, staff would get the word out utilizing the Business E-News, Economic Development field meetings and notify the property owners of the various business centers.

Trustee Servi asked Village Planner Robles if staff reached out to the Business owners to see if the limitation was currently a problem. Village Planner Robles noted staff did not as only two existing centers would be affected by the proposed increase and

there has not been any observed problem with the current 25% limitation on non-retail uses on the first floor in these centers.

Trustees McDonough and Feldman noted they would prefer the limitation stay at 25%. It was the consensus of the Board to keep the current 25% limit of non-sales tax generating uses permitted to occupy the ground floor of buildings in the B1 & B2 Districts.

Village Planner Robles continued his presentation to summarize code changes related to assembly uses. The Zoning Board recommended permitting all assembly uses as a special use within the O/I Districts. As a result, there is no longer a need to distinguish membership assembly uses from non-membership assembly uses. Village Planner Robles noted any assembly use that satisfies the Findings of Fact could be allowed as a special use in the O/I District.

Trustee McDonough asked if the recommendation from staff was for the Board to consider a proposal for assembly use in this district as an application is made. Village Planner Robles stated the recommendation from the Zoning Board was to revise the code to change many components of non-residential uses and part of the recommendation is to allow all types of assembly uses as special uses in the O/I District. Therefore, once the proposed code changes are approved, any assembly use would have the ability to come forward through Village process and seek a special use to locate within one of the existing buildings within the Office/Industrial District or propose a new building. Trustee McDonough asked if a proposal came to an existing O/I District building would the applicant still need to seek approval. Village Planner Robles confirmed the proposal would need to go through a Public Hearing process with the Zoning Board and then to the Village Board for final authorization. Village Attorney Simon noted the Board could not deny a certain special use because they preferred another type of special use.

Trustee Brandt noted the reasons for the Zoning Board recommendations for the assembly uses are to bring more businesses to Lincolnshire. Trustees Grujanac and Feldman stated they are in favor of the proposed changes relative to assembly uses. Trustee Servi noted he was in favor but concerned with an extreme situation of having too many of the same types of uses and asked if the Board could put a limit on it in a certain zoning area. Village Planner Robles noted this could be done. Village Attorney Simon noted the Village has an advanced GIS system to figure out acreage and percentages in

order to tabulate limitations on the amount of acreage for such uses in a particular district.

Trustee Feldman asked if the property owners had a say in any of these changes. Village Planner Robles noted there are many property owners in this District, and staff did not hear from most property owners during the consideration of the proposed changes. However, property owners do have a say in the types of uses they consider for their properties or buildings.

Trustee McAllister is in favor of the Zoning Board recommendation.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting subject to keeping the current 25% limit of non-sales tax generating uses permitted to occupy the ground floor of buildings in the B1 & B2 Zoning Districts and to permit all-types of assembly uses within the Office/Industrial Zoning District as special uses.

3.12 Consideration and Discussion of a Zoning Board Recommendation Regarding Amendments to Land Use Recommendations for Three Focus Areas in the Lincolnshire Comprehensive Plan (Village of Lincolnshire)

Community & Economic Development Director McNellis provided a summary of the Zoning Board recommendation regarding amendments to the Lincolnshire Comprehensive Plan and land use recommendations for three focus areas in Lincolnshire. Initially the recommendation was for four focus areas, but the Zoning Board determined it would be more appropriate to amend the recommended Land Use to only three focus areas.

Trustee Grujanac asked if any of the multi-family uses would open up the Village for apartments. Community & Economic Development Director McNellis noted multi-family uses are apartments, condos and townhouses. Community & Economic Development Director McNellis stated the Village is not required per Zoning or the Comprehensive Plan to find any multi-family use is appropriate or inappropriate. The Zoning Board is aware the Village Board does not desire apartments but wanted to leave the general term of multi-family to provide for the potential of other housing types such as condominiums or townhomes.

Trustee Brandt noted Mrs. Florsheim recently passed away and was wondering if staff could provide the numbers for cluster

homes on the original plan for the development of the Florsheim property. Trustee Brandt noted this was a plan presented to the Village Board years ago that was never pursued. Trustee Brandt asked if the Florsheim property was discussed with the Zoning Board. Community & Economic Development Director McNellis noted Mrs. Florsheim's passing had not occurred during the discussions so the parcel was not part of the discussions. Trustee Brandt noted since the previous development of the Florsheim property contemplated cluster housing, she would prefer the land use for Hewett campus to remain office. Trustees McDonough and Grujanac agreed the Hewitt parcel should remain office. A brief discussion regarding uses for these properties, current development interests, how the Comprehensive Plan affects Zoning issues, and parking for these areas followed. Trustee McAllister asked to view the Florsheim plans and noted these previous plans may aid in the consideration of the proposed amendments to the Comprehensive Plan.

Trustee Feldman suggested talking with Trinity College to see if they would be interested in putting up dorms on the Hewett property. This may have an impact on the type of multi-family housing the Village would be willing to consider.

Trustee McDonough noted his opinion was not to change the Comprehensive Plan for the Hewett property at this time. Village Manager Burke stated when a developer reads in the Comprehensive Plan, and the property is identified as Office Use only, the Village might miss an opportunity for a unique development to approach the community. A brief discussion followed regarding the Hewitt property, processes staff takes when a developer presents a plan and how the Board would welcome most presentations. Trustee Brandt asked staff to find the asking price for the Hewitt property.

There was a consensus of the Board for staff to provide additional information and bring this back to the Board for further consideration and discussion.

3.2 Finance and Administration

3.21 Consideration and Discussion of the 2015 Village Calendar and Meeting Schedule (Village of Lincolnshire)

Village Manager Burke noted the Village Calendar for 2015 is based on the current meeting schedule. Some of the dates have changed as noted, due to holidays.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.22 Consideration and Discussion of Final Change to the Proposed Budget for Fiscal Year 2015 Budget (Village of Lincolnshire)

Finance Director Peterson noted the Village Board met several times in October to discuss the proposed budget for Fiscal Year 2015. As a result of Board feedback and direction, several changes have been reflected in the final budget. Finance Director Peterson presented the detailed changes.

Trustee Brandt asked about the baseball netting amount being changed. Village Manager Burke noted this amount was incorrect on the original proposal and the current amount is correct. Village Manager Burke noted another item for discussion at this meeting will be contracting out Park Landscape Maintenance, which is now not reflected in the budget. Village Manager Burke noted there may also be some carry over items from the current budget which will be reflected in the final budget presented for approval on December 8, 2014 but these items will not be an increase in the overall project costs. The carry over items will merely reflect the amount needed to complete certain projects started in 2014.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.23 Consideration and Discussion of Supplemental Appropriation Ordinance of the Village of Lincolnshire, Illinois for the Fiscal Year Beginning January 1, 2014 and Ending, December 31, 2014 (Village of Lincolnshire)

Finance Director Peterson summarized the Appropriation Ordinance stating this is an annual Ordinance based on the budget line items and noted the proposed Supplemental Ordinance is proposed to address those line items that are expected to exceed the original appropriated amount. Finance Director Peterson noted the total amount of the planned transfer to the General Capital Fund is significantly higher than contemplated and is due to maintaining the target of 100% in the General Fund Operating Reserve. Staff needs to transfer funds to be in place on January 1 prior to December 31, 2014 which results in a significant increase in the amount transferred in the

current year.

Trustee McDonough asked if the transfer was necessary. Finance Director Peterson noted it was not necessary but makes the Village more transparent which was the goal.

Finance Director Peterson noted only the Public Works streets expenditure for the Fiscal Year are projected to exceed the approved budget amount, and this is due to overtime for the snow events that occurred in early 2014.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.24 Consideration and Discussion of an Ordinance Levying Taxes for Corporate Purposes of the Village of Lincolnshire, Lake County, Illinois for Fiscal Year January 1, 2015 and Ending December 31, 2015 (Village of Lincolnshire)

Finance Director Peterson summarized the Ordinance Levying Taxes for Corporate purposes for Fiscal Year 2015. Finance Director Peterson noted given this year's levy is less than 105% of the previous years' tax extension, a Public Hearing and Truth Taxation Publication is not required.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.25 Consideration and Discussion of an Ordinance Abating the Tax Heretofore Levied for the Year 2014 to Pay Debt Service on Several Notes of the Village of Lincolnshire, Lake County, Illinois (Village of Lincolnshire)

Finance Director Peterson provided a summary of the Ordinance abating the tax heretofore levied for the year 2014 to pay debt service on several notes.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.26 Consideration and Discussion of an Ordinance Abating and Reducing Certain Taxes Heretofore Levied to Pay Debt Service on Special Service Area (SSA) Bonds of the Village of

Lincolnshire, Lake County, Illinois (Sedgebrook Special Service Area Number 1 Special Tax Bonds)

Finance Director Peterson provided a summary of the Ordinance abating and reducing certain taxes heretofore levied to pay debt service on Special Service Area Bonds.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.27 Consideration and Discussion of an Ordinance Abating Certain Taxes Heretofore Levied for the Westminster Way Transportation Special Service Area Number 1A (Village of Lincolnshire)

Finance Director Peterson provided a summary of the Ordinance abating taxes heretofore levied for the Westminster Way Transportation Special Service Area Number 1A.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.28 Consideration and Discussion of an Ordinance Amending Chapter 15 of Title 1- Comprehensive Fee Schedule of the Lincolnshire Village Code Related to the Establishment of Fees and Charges for Service (Water and Sewer Connection Charges and Rate) (Village of Lincolnshire)

Village Manager Burke noted the water and sewer rate changes were discussed in the Budget workshop meetings and this calculation is done annually along with the adoption of the budget. Village Manager Burke noted the water rate increase is due to an increase in the rate charged by City of Highland Park for Lincolnshire to purchase water.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.29 Consideration and Discussion of an Ordinance Authorizing the Sale and Disposal of Surplus Property (Village of Lincolnshire)

Village Manager Burke noted staff works to put together an

Ordinance for the disposal of surplus property in the spring and fall. Village Manager Burke summarized the list of items in the proposed Ordinance.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.30 Consideration and Discussion Regarding Funding Policy for Illinois Municipal Retirement Fund (IMRF) and Police Pension Fund (Village of Lincolnshire)

Finance Director Peterson summarized the proposed Funding Policies for the Illinois Municipal Retirement Fund and Police Pension Fund per the direction of the Board.

Trustee McDonough asked if the policies maintain flexibility, and could the Village contribute more to the funds in a given year if so desired. Village Attorney Simon noted the policy is written to the minimum funding requirement and not the maximum. Trustee McDonough asked if the policy could state “subject to Board approval”. Village Attorney Simon noted the policy does read “at a minimum”. A brief discussion followed regarding what the policy should state regarding the monies available annually.

There was a consensus of the Board to place this item on the Consent Agenda with revised language for approval at the next Regular Village Board Meeting.

3.31 Consideration and Discussion of Proposed Village of Lincolnshire Compensation Plan (Village of Lincolnshire)

Village Manager Burke noted this item has been discussed in the past and provided a summary of the proposed Compensation Plan noting different positions not moving through the range of the pay plan and the need to achieve parity between the union and non-union employees.

Trustee McAllister asked if there have been concerns or employees lost in the past due to the differences between the union and non-union employees. Village Manager Burke noted there has been some loss of staff, but the differences in compensation between union and non-union personnel are more a result from changes in the Village’s compensation plan for non-union personnel that were implemented as a result of the recession.

Trustee McDonough suggested identifying the specific employees who have been affected by the lack of progress through the pay range or wage compression and award these individuals deserved increases and leave the Compensation Plan where it is. Trustee McDonough expressed concern with a policy targeting employees moving to a certain point in the pay range within a certain period of time.

A brief discussion followed regarding how the union employees reach the top of range, how a new employee moves through the range, the individuals who are long-term employees affected by the transition to a purely merit based pay system, and the pay scale.

Trustee McDonough noted he was not in favor of the proposed Compensation Plan but would approve a one-time adjustment to get certain individuals to the mid-point of a range. Village Attorney Simon noted the one-time adjustment could work for now but it appears the current pay scale is lacking and noted it may be appropriate to address the plan structure.

Village Manager Burke asked for an increase of the budget to address the individuals in need of an adjustment to address lack of progress through the pay range. Village Manager Burke noted the estimated impact to the budget to address the compensation for these individuals is approximately \$20,000. The consensus of the Board was to increase the Fiscal Year 2015 Budget to the suggested amount to address the need for individual merit increases to address progress through the range for certain employees.

It was the consensus of the Board for staff to revise the Compensation Plan and bring back to the Board for further consideration and discussion.

3.4 Public Works

3.41 Consideration, Discussion and Approval of Rejection of Bid from Trees “R” Us, Inc., Wauconda, Illinois and Award of Contract to Davey Tree Expert Company, Kent, Ohio for Contractual Dead, Emergency and Hazardous Tree Removal for Fiscal Year 2015 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of the rejection of the bid from Trees “R” Us, Inc. and award of a contract to Davey Tree Expert Company for fiscal year 2015.

Public Works Director Woodbury noted past issues with Trees “R” Us, Inc. which is a continued concern for staff. Davey Tree has proved to be very competent.

Village Attorney Simon asked if Trees “R” Us is ever going to be a reputable bidder. Public Works Director Woodbury noted they are the lowest bidder typically in a bid scenario; however, the quality of work does not meet Village expectations. Trustee Grujanac and Village Attorney Simon suggested disqualifying Trees “R” Us as a bidder for future work.

A brief discussion followed regarding the ash tree removal/ad alternate for residential tree removal. Director of Public Works Woodbury noted Trees “R” Us is the only one who bid on the ad alternate and no other contractors seem interested in the ad alternate to provide the Village a quote on private tree removal costs. Public Works Director Woodbury speculated that the complexity of different private tree removal situations makes it difficult for potential vendors to accurately bid on this type of work.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.42 Consideration and Discussion of Contracting Out for Park Landscape Maintenance Services (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of contracting out for park landscape maintenance services for 2015. Twin Oaks Landscaping was the lowest bidder with a bid of \$21,448.00 for a twenty-eight week growing season. In the past staff has performed the landscape maintenance services.

Village Manager Burke noted if the Village Board is interested in pursuing the contracting out of park landscape maintenance, this amount will be added to the budget prior to the December 8, 2014 Regular Village Board meeting. The amount was not included in the budget since bids had not been received at the time of the draft budget.

There was a consensus of the Board to include the expenditure in the 2015 Budget and place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

- 3.5 Public Safety
- 3.6 Parks and Recreation

3.7 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

Trustee Brandt noted the crosswalk issue at Daniel Wright was never sent to staff. Trustee Brandt noted she had seen some other schools putting up a flashing light on the crosswalk sign and suggested making the recommendation to the school.

Trustee Brandt noted she was at a meeting recently and Orphans of the Storm is looking for Eagle Scout projects. Trustee Brandt suggested adding this to the Public Works list.

5.0 **NEW BUSINESS**

Trustee Grujanac wished Stevenson High School Football team good luck on their state final game Saturday and thanked Police staff for escorting the team out of town.

Trustee Brandt noted an e-mail was received on IML for the fire fighters and asked if the Village would be doing anything. Village Manager Burke noted there would be no impact to the Village since this is Fire.

Trustee Brandt noted she was contacted by residents stating since the widening of Route 22 the entrance sign coming into the Village from the toll road had not been put back up. Public Works Director Woodbury noted Engineering Supervisor Horne is working on this and the sign would be replaced. Trustee Brandt noted there was not a Lincolnshire sign when entering the Village through the round-a-bout. Trustee Grujanac noted there is a small L at the round-a-bout. A discussion followed regarding signs entering the Village and the opportunity to re-brand some of the signs.

6.0 **EXECUTIVE SESSION**

7.0 **ADJOURNMENT**

Trustee Grujanac moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Temporary Chair Brandt declared the meeting adjourned at 9:58 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk